

RESOLUTION NO. 139-78

TITLE: ADOPTION OF LOCAL LAW INTRO. NO. 2 - 78, PRINT NO. 1, TO
CREATE THE OFFICE OF ADMINISTRATIVE ASSISTANT

Offered by: Personnel Committee

RESOLVED:

1. That proposed Local Law, Intro. No. 2-78, Print No. 1, is hereby adopted without any change in language, to wit:

**A LOCAL LAW TO CREATE THE OFFICE
OF ADMINISTRATIVE ASSISTANT**

BE IT ENACTED by the Board of Legislators of the
County of Allegany as follows:

Section 1. There is hereby created an office of administrative assistant to the chairman of the Allegany county board of legislators. Such assistant shall be appointed by such board to serve during its pleasure.

§ 2. Such assistant is hereby assigned and shall perform, under the general supervision of such chairman, the following administrative functions, powers and duties on behalf of such board, to wit:

- a. Assist in budget preparation and financial research for all members and committees of such board.
- b. Assist the personnel officer in setting up in-service training for county department heads in the area of proper personnel administration.
- c. Assist such board in the administration of environmental programs within the county of Allegany.
- d. Assist such board in the administration of county youth programming.
- e. Assist administratively the Allegany county planning board.
- f. Perform such other functions, powers and duties as may be prescribed by resolution of such board.
- g. Make periodic reports to such board at such time and in such manner as shall be prescribed by such board.

§ 3. This local law shall not divest such board of the functions, powers and duties specified in section two of this law.

Intro. No. _____
Print No. _____

RESOLUTION NO. _____

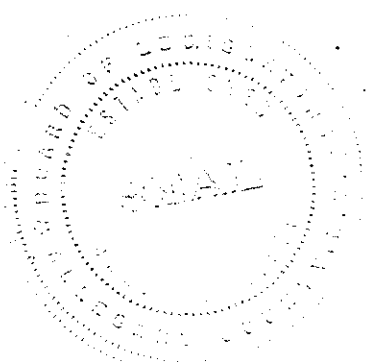
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§ 4. This local law shall take effect on the date it is
filed in the Secretary of State's Office.

Local Law No. 3 of 1978
Adopted by Resolution No. 139-78
July 12, 1978



STATE OF NEW YORK }
COUNTY OF ALLEGANY } ss. Brenda Rigby Riehle

I, FRANCES S. BARNES, Clerk of the Board of Legislators of Allegany County, do hereby certify that the above is a true and correct copy of a Resolution adopted by said Board on the 10th day of July, 1978, and of the whole thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Board at Belmont, N.Y., this 8th day of April, 192019

Brenda Rigby Riehle
Clerk, Board of Legislators, Allegany County

Moved by Mr. Shaner Seconded by Mr. Burton

VOTE: Acclamation _____ ROLL: Ayes 15 Noes 0 Absent 0

VOTING NO: _____ ABSENT: _____

APPROVED BY: County Attorney [Signature] Committee(s) _____